

Room Rental:

Sunday - Friday None
Saturday \$500
Ceremony Fee \$350
Bartender Fee (Sunday-Friday) \$100

Saturday Room Rental includes:

All table linens, linen napkins, and table skirting, setup, cleanup, cash bar setup, one (1) bartender. Additional bartenders are \$75.00 each.

Bartender Fee (Sunday - Friday) \$100.00

Risers are available for \$195 (Seating up to sixteen (16) people)

Cake Cutting Package:

Includes attendant to cut and plate cake, plates, forks, mints, nuts, and one bottle of Champagne - \$175

Discounts are available at the Holiday Inn Express on Thompson and US 31 to any Atrium Customer.

There is a 20% House Service Fee on all food and beverages and applicable Sales Tax.

Methods of Payment: Cash, Check, Money Order

The Atrium will work hard to customize any menu in order to meet your needs!

Prices on menu are subject to change.

The Atrium Policies:

We will not release any leftover food to you or your guests due to the extended food temperature and holding conditions.

No confetti, glitter, birdseed, rice, bubbles, or any other tiny objects are allowed in the building. Any violation of this policy will result in a \$200 fine.

Saturday room rentals have a five (5) hour time limit, Sunday - Friday events have a four (4) hour time limit. Anything beyond this time period must be approved by the Atrium Management. Decorating is limited to centerpieces and free standing objects only.

The Atrium is a non-smoking facility. Two covered smoking areas are located outside. No food or beverages may be brought onto the premises. Alcohol brought onto the premises is against the law. Any violation may result in event cancellation.

Room assignments will be made the week before your event based on final guaranteed count. Tax-exempt certificate must be on file with us in order to use this privilege.

Final bill is to be paid in full fourteen (14) days prior to event. We will send you a final invoice after the event if there is any unpaid balance due to charges incurred during the event. Any balance is due within 30 days following your event. The Atrium shall be entitled to interest on delinquent amounts at the rate of 18% annually, or the maximum rate permitted by law, together with attorney fees and other costs of collection. Customer agrees that the Atrium shall be entitled to all damages suffered, together with attorney fees for customer breach of contract.

A room deposit must be made in order to secure your event space and date.

Cancellation: Deposits are transferable one time within one (1) year from Rental Agreement Signature Date, but non-refundable. In the event of your cancellation of this agreement, or transfer of date, through no fault of The Atrium, the following charges apply during the following periods: 31-90 days prior to the event: 50% of expected income from rentals, food and beverage services; 15-30 days prior to the event: 75% of expected revenue from rentals, food and beverage services. Within 14 days prior to the event: 100% of expected revenue from rentals, food and beverage services.

In-house equipment is available on a first-come, first-serve basis.